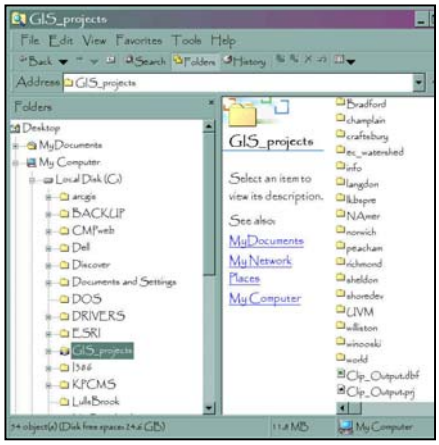
GIS Refresher and Cheat Sheet- Created by Sherry Berrin, April 2004

Folder set-up: Whenever you are ready to start a new mapping project, you will need to create a folder somewhere in your computer to save all the data for that project. You need to be aware that ArcView has problems with spaces anywhere in the folder path name. I would suggest that under your C: drive you create a folder called GIS_projects or something like that. Then all other project folders go under this. Instead of spaces use "_" the underscore. (here is the set-up of mine as an Example)

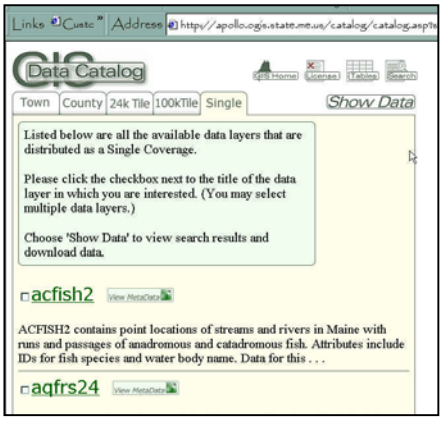


For example, here is a filepath that would not work:
C:\Documents and Settings\Sherry\My Documents\Sherry\pictures\nancy_perkins\cnty24.e00
If I have the cnty24.e00 (we'll talk about this file later) saved in this folder I would not be able to use the Import from Interchange File utility (Import 71) because there are spaces between the words "Documents and Settings", and between "My Documents". If you set up a GIS folder under your C:\ drive again make sure you never have spaces in anything you name, use the underscore "_"
Here is an example of what the filepath should look like:
C:\GIS_projects\ec_watershed\cnty24.e00
I hope this all makes sense. Now back to the process.

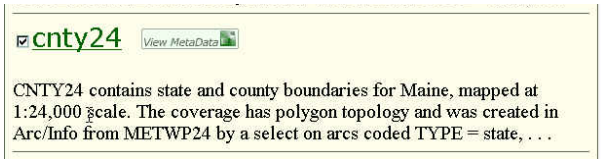
Downloading Data from the Internet:
Go to Maine GIS homepage (http://apollo.ogis.state.me.us/)

Click on "**Data**"
on the left side of the page. You will then get the GIS Data Catalog page.

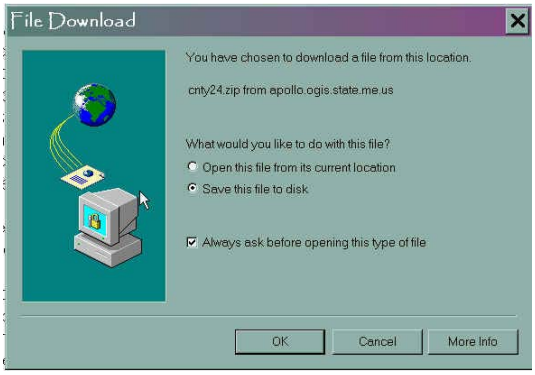
There are several ways to get the available data. There is a long list on the right side of the page of new layers. The names of these layers are confusing so I would click on the "**Single**" tab near the top. Now you have a complete list of what data layers are available with a small description of each. Normally you should be able to click on "View Metadata" (located next to the layer name). This would give you a full description of what that layer is and all the relevant info you might need for that. I have not been able to access those metadata files. It must be something is down at the Maine GIS organization.



Let's go through the download process together. I'll have you download the Maine Counties data layer. Scroll down until you see "cnty24" (the layers are alphabetical). Click either on the layer name or in the check box next to the name. You would click these boxes for all of the layers you want to download. Scroll back up to the top of the page and click on "Show Data".

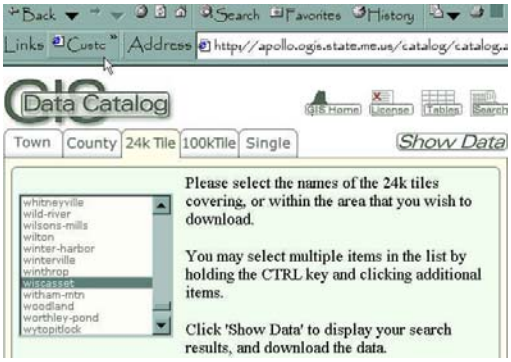


Now you get to the download page, next to the file name, click on "download".
You will get the "File Download" page, make sure you select "Save this file to Disc", click OK, then browse to the folder you want to save it in.
The file or data layer is now saved as a .zip file.
Follow the instructions for unzipping and using Import 71 at the end of this document.



Before you unzip the county layer, I would suggest also downloading orthophotographic maps and topographic maps from the Data section of the Maine GIS site. The process is similar to above but let me walk you through downloading of these as well. Instead of clicking on the "Single" tab (like you did above), click on the "24K Tile" tab.

Scroll down and check the "drgclip" (topo maps) and the "medoq" (orthos) layers. Scroll back to the top and click "Next". On this screen you now can choose what area in the state you would like to download. Highlight Wiscasset (or whichever area you would like) and then click "Show Data".



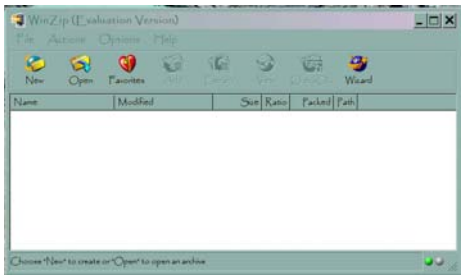
On the next screen you will click download for each of the layers (same as you did above). You will get the "File Download" page, make sure you select "Save this file to Disk", click OK, then browse to the folder you want to save it in. The file or data layer is now saved as a .zip file. Follow the instructions for unzipping these data layers below.

These are different types of files (they are image files) so you don't have to go through the Import 71 steps for these (you will have to do that with the counties layer). Once you have unzipped them they are ready to use in ArcView. The ortho's are saved as .SID files and can only be used in ArcView 8. The topo's are saved as .TIF and can be used in both 3 and 8. In 8 you just add them like any other data layer. One way to tell if you need to use Import 71 (or Import from Interchange File for ArcView 8) is once you have unzipped the file, if the file extension is .e00 you will need to use the Import 71 (ArcView 3) or Import from Interchange File (ArcView 8) utilities.

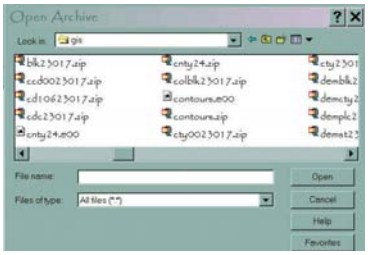
Directions for Unzipping download files:

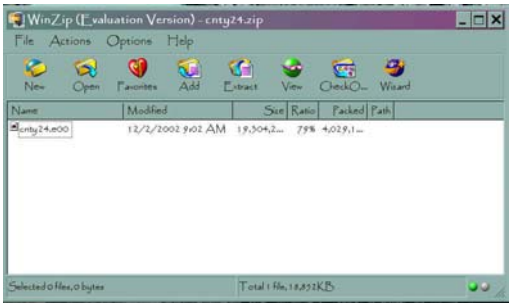
Open WinZip (double click on icon on your desktop). Make sure you select "Use Evaluation Version". You might automatically get the WinZip Wizard window. Click on WinZip Classic instead (I find this easier to use).
(It might automatically open to the WinZip Classic window.

You should then see this:
Click on "Open".



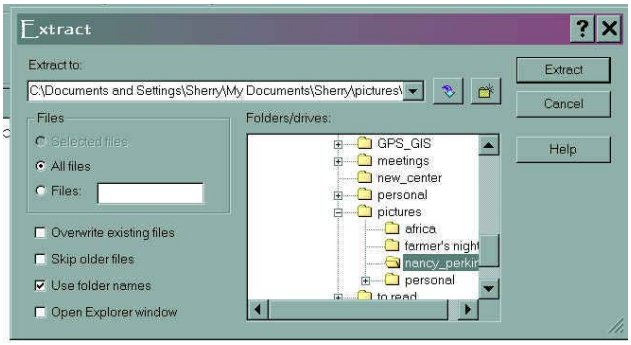
Browse to the zipped "cnty24.zip" file. Highlight the file (single click on name) and then click Open.



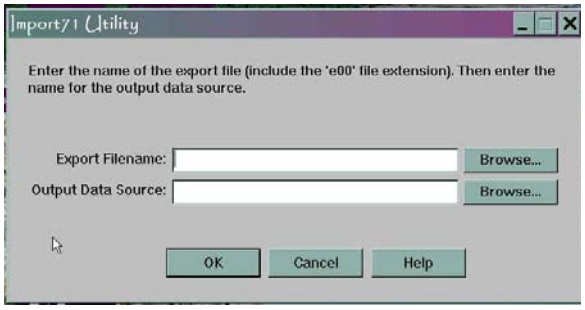


You should then see this window. Click on "Extract".

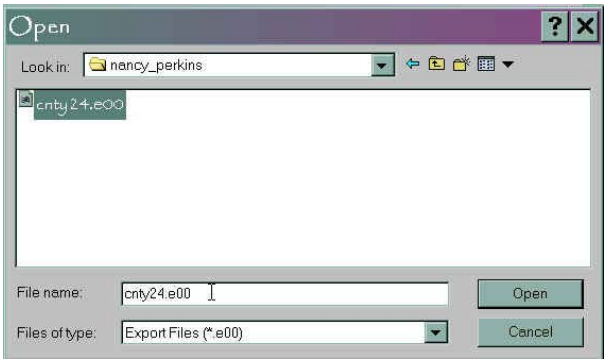
And you will get this window. It wants to know where to extract the file too. You will browse by finding the folder under the "Folder/drives:" Single click on the folder to highlight it and then click "Extract".
The unzipped files will now be added to your folder. The next step will be using the Import 71 utility to make the data usable in ArcView. Do the same with the drgclip.zip and medoq.zip.

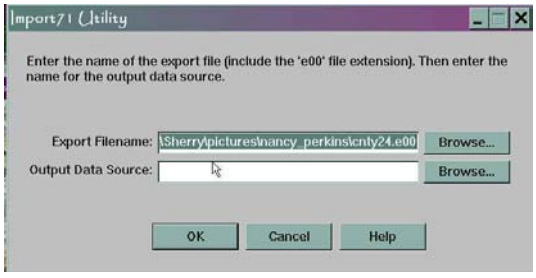


Using Import 71 (this is only available with the ArcView 3 software, once your evaluation version is finished you will not be able to use this. For ArcView 8 follow the instructions below called "ArcView Import from Interchange File"):
Click on your Start button, then Programs, then ESRI, then ArcView GIS 3.2, and select Import 71.



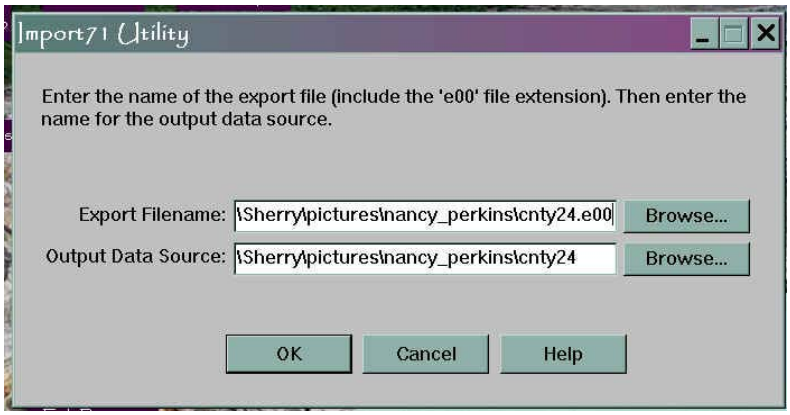
Select "Browse" next to the Export Filename box. Browse to your folder, then highlight the cnty24.e00 layer (single click on it) and click Open.



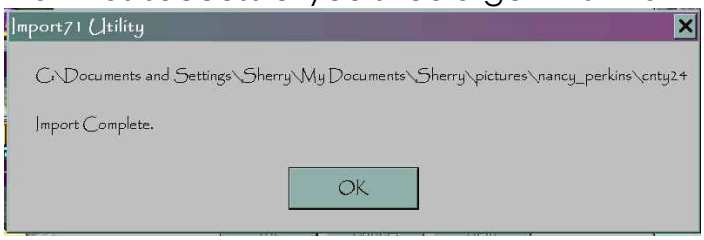


The entire file path will be put in the Export box. Now using your cursor, highlight the whole filepath name (as shown) **except** the .e00 part. You will need to copy this into the Output Data Source box. To copy

this, use your keyboard and hit Ctrl and (the letter) C at the same time. Next put your cursor in the Output Data Source box and hit Ctrl and V at the same time. It should now look like this: (for some reason using the browse button next to the Output Data source doesn't work). Click OK.



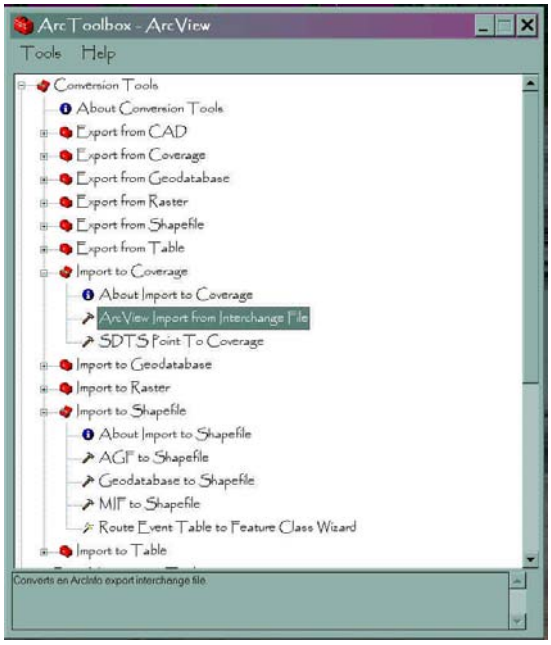
If all was successful you should get this final message and click OK.



Remember, you do not have to use this utility to view the drgclip (topo's) or the medoq (orthos).

To do this using the ArcView 8 software:
Remember the folder set-up instructions from the very top, this is where having no spaces in any of the file path is important.

Open ArcToolbox (Start, Programs, ArcGIS, ArcToolbox).



Under the heading "Conversion Tools" look for "Import to Coverage". If there is a little plus sign showing next to "Import to Coverage" click on it once to show what is available under this heading. You should now see "ArcView Import from Interchange File". Double click on this to open it.

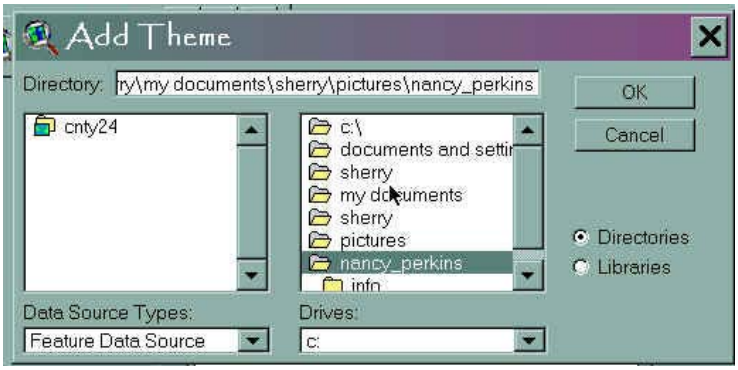
You should then get this box that looks very similar to the Import 71 box from above.

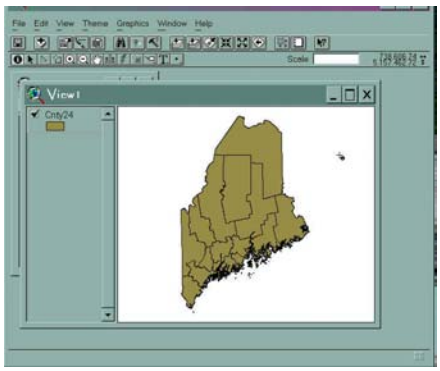
The process is the same as Import 71, browse to your folder (click on the folder open icon next to the "Input file" box.  Single click on your cnty24.e00 layer. Then follow the same copying and pasting instructions as you did with Import 71 (so that the entire path name is in the "Output dataset" box minus the .e00).

Viewing the data:

Now let's open up the files you downloaded. Open ArcView 3 and go to the Add Theme button.

Browse to your folder in the right box until you see your file in the left box. If you don't see your file right away check the Data Source Types box. For lines, polygons, or point data make sure it is set to Feature Data Source. Click on cnty24 and open.





To see the topo's in ArcView 3 there is an extra step (of course!). Open ArcView 3 and select to add theme, and scroll to your folder. In the Add Theme window look in the lower left corner and where it says "Data source types" click on the drop down arrow and change it to "image data source". There is a difference in image data (scanned images like orthophotos and topos) versus feature data (shapes like polygons, lines and points). In ArcView 8 you don't have to worry about it, it recognizes all data in your folder that it can view.